DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, California 95814

November 20, 2001

ALL-COUNTY INFORMATION NOTICE NO. I-99-01

<table>
<tr><td colspan="2"><u>REASON</u> <u>FOR</u> <u>THIS</u> <u>TRANSMITTAL</u></td></tr>
<tr><td>[ ] State Law Change</td></tr>
<tr><td>[ ] Federal Law or RegulationChange</td></tr>
<tr><td>[ ] Court Order</td></tr>
<tr><td>[ ] Clarification Requested by
    One or More Counties</td></tr>
<tr><td>[X] Initiated by CDSS</td></tr>
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TO: ALL COUNTY WELFARE DIRECTORS
              ALL COUNTY WELFARE SERVICES PROGRAM MANAGERS
              ALL COUNTY WELFARE SERVICES SUPERVISORS
              ALL COUNTY CWS/CMS SINGLE POINTS OF CONTACT
              ALL COUNTY SYSTEM SUPPORT CONSULTANTS
              ALL COUNTY INDEPENDENT LIVING PROGRAM COORDINATORS

SUBJECT: **CWS/CMS CASE CLOSURE PROCEDURE FOR KINSHIP GUARDIANSHIP ASSISTANCE PAYMENT (Kin-GAP) PROGRAM PARTICIPATION**

REFERENCE: All County Letter (ACL) 00-09

The purpose of this Notice is to provide counties with information about implementation of the permanent procedure for closing a case in the Child Welfare Services/Case Management System (CWS/CMS) due to Kin-GAP participation. The State administrators have added the Kin-GAP case closure reason type to the CWS/CMS system. In addition to this Notice, a CWS/CMS System Bulletin will be posted immediately to alert all users to the new instructions for closing cases for Kin-GAP.

County Supervisors, Social Workers and appropriate appointed staff are instructed to use the following procedure effective immediately:

    <u>Step 1</u>: With the case in focus, click on "Action" from the menu bar.
    <u>Step 2</u>: Select "End Case", and click "OK".
    <u>Step 3</u>: Select "Closure Reason" by clicking the arrow and scroll down.
    <u>Step 4</u>: Select "Kin-GAP" and enter any closing statement as appropriate.
    <u>Step 5</u>: The Approval Status will appear, select "Pending" from the scroll arrow, and wait for the supervisor to approve the case closure reason.

All County Letter 00-09, dated January 10, 2000, provided counties with an interim procedure to close a case specific to Kin-GAP using the "Special Projects" page in the Case Information Notebook. This interim procedure is now obsolete. The State Administrators will discontinue (end date) the Kin-GAP Special Project that renders it unable to be selected by the end users effective thirty (30) calendar days from the date of this All County Information Notice.

Since the Kin-GAP case closure reason type was not available at the time some Kin-GAP cases closed, State Administrators will automatically update the case closure reason type for **<u>closed cases</u>** for which "S-Kin-GAP" was a special project indicator. This automated data recovery will occur thirty (30) calendar days from the date of this All County Information Notice.

In addition, CDSS requests counties to go back and manually update the case closure reason type for **<u>open cases</u>** that have "S-Kin-GAP" as a special project indicator. This will close the case. Prior to December 1, 2001, CDSS will perform a data query on case closure reason type.

If you have any questions pertaining to the Kin-GAP Program, please contact the Foster Care Policy Bureau at (916) 445-0813. The CWS/CMS questions that cannot be answered by your CWS/CMS single point of contact or your System Support Consultants should be directed to the CMS Support Branch at (916) 445-2888.

Sincerely,

Original Document
Signed By

SYLVIA PIZZINI
Deputy Director
Children and Family Services Division

c: CWDA